**Nottinghamshire County Council**

| Title | Department | Post Ref. |
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| **Digital Projects Officer** | **Place** | |

**Job Purpose**

To support the Digital Connectivity Manager in ensuring the Better Broadband for Nottinghamshire programme and other digital infrastructure projects (as necessary) are delivered to the required standard of quality and within the specified constraints of time and costs

**Key Responsibilities**

1. Lead on and deliver specified workstreams within key areas of the Better Broadband for Nottinghamshire Programme and other digital infrastructure projects (as necessary)
2. Monitor progress of all workstreams within the Better Broadband for Nottinghamshire Programme and other digital infrastructure projects (as necessary) and identify any slippage or potential slippages and inform the Digital Connectivity Manager of any slippage in a timely manner
3. Analyses and interpret information from the Better Broadband for Nottinghamshire Programme prime contractor and sub-contractor organisations to inform the overall development and delivery of the Better Broadband for Nottinghamshire Programme
4. Manage the reporting and claims process for funding partners (including Building Digital UK and externally funded projects) according to the timelines and standards set out in the funding contracts and agreements and the supply of services contract with the prime contractor
5. Provide support and training to Digital Engagement Officer in coping, planning and tracking projects
6. Adjust the programme or projects in accordance with approved decisions relating to mitigation of risks, slippage and change control
7. Liaise with workstream leads to ensure a consistent programme approach is applied across all activity

**Key Accountabilities**

1. To the Programme Sponsor and organisation for the effective and timely submission of robust claim data to ensure the Council complies with agreed requirements and draws down its full allocation of external funds
2. To the Digital Connectivity Manager for regular and detailed updated of progress against agreed milestones cross the different workstreams that make up the Better Broadband for Nottinghamshire Programme
3. To ensure that financial regulations are complied with and that claims processes are adhered to across the programme

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| 8. Provide supporting information and guidance to workstream leads including planning, tracking, reporting, risk assessment, financial accounting and quality control<br><br>9. Support effective and successful relationship and stakeholder engagement, through the provision of timely information, briefings and reports as required<br><br>10. Support the effective facilitation of all internal and external governance structures associated with the programme. This will include taking and issuing of minutes and papers to agreed time and quality standards<br><br>11. Provide daily project support to the Building Digital UK, externally funded and local authority projects – including processing applications, issuing correspondence and paying invoices, developing complaint project management systems and processes and maintaining electronic and manual project files (in line with contractual obligations)<br><br>12. Keeping abreast of relevant legislation, regulations and procedures and apply working knowledge of project management processes and of external funded projects and other governance grant management and compliance requirements<br><br>13. Provide flexible support to the Programme Delivery Board in the development of, and delivery of, core projects and preparation of further funding bids to support the successful delivery of the Council's digital infrastructure (both fixed and mobile) ambitions | |

**The post holder will perform any duty or task that is appropriate for the role described**

| *Person Specification* | |
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| ***Education and Knowledge*** | ***Personal skills and general competencies*** |
| 1. A record of achievement in professional development with understanding of PRINCE2 project management practice<br>2. Knowledge and understanding of local government services and how they operate with, preferably more than two years' experience of working in the public sector | 6. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff<br><br>7. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. |

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| 3. Knowledge of the national and local policy context for economic development initiatives, particularly where these relate to business growth and support<br>4. Knowledge and understanding of the telecoms sector and Internet initiatives<br>5. Knowledge and understanding of external funding, ideally gap-funded models | 8. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available |
| ***Experience***<br><br>10. Significant experience of working on large-sale and complex projects and partnership delivery models<br>11. Experience of working with a range of senior managers and Elected Members (or equivalent) across a large organisation<br>12. Experience of working with senior managers and directors form external (and often, private sector) partners<br>13. Experience of carrying out detailed and complex tasks with minimal supervision<br>14. Experience of preparing financial and performance related claims for funding and partner organisations<br>15. Experience of managing projects through robust financial and performance audits<br>16. A proven track record of delivery and achievement | 9. Ability to meet agreed objectives and delivery targets by the effective use of resources. |

***Role Dimensions***

17. Reporting to the Digital Connectivity Manager.  Indirectly supporting the work of key elected Members and the Digital Connectivity Sponsor
18. Responsible for monitoring financial information relating to the Digital Connectivity Projects and translating this into claims for external funds
19. One direct report – Digital Engagement Officer and for deputising for the Digital Connectivity Manager in their absence

*Please attach a structure chart*

Date 17 March 2020

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